

ADVANTAGES OF MINICARDS

1. The small size of the Minicard will reduce the volume of the index file. One file block (approx. $1\frac{1}{2}$ cubic feet) will contain 200,000 Minicards which are the equivalent of approximately 100,000 punched index cards plus their related documents.
2. The Minicard System will eliminate the manual pulling of documents as a result of an index search, and also eliminates the refiling of the same documents. As soon as the selection operation is completed, the customer has the documents.
3. With the Minicard system, documents can be in the Source File and Document No. File within three days after being received.
4. With the Air Force and the agency using the same equipment and classification system, it will be possible to interchange Minicards.
5. Numerous subjects, areas, persons, organizations, etc, as well as document images can be recorded on one Minicard group which will remain together in the file and permit multifaceted search procedures. - *Expand - for examples.*
6. *Eliminate of preparation of multiple masters and reproduction on IBM cards for Deltafax.*
7. *Less file, never mentioned possible due to space considerations for the Deltafax system.*

25X1A5a1

Submitted by

12 Feb 1958

Lee